

## **Appendix D – Closeout Letter**

RE: Closeout of Grant Award [name] [number]  
Subgrantee Agreement #(s):

Date  
Authorizing Signatory Official  
Jurisdiction Name  
Address  
City, State, Zip

Dear xxxx:

This letter is to inform you that IDHS has received, reviewed and approved the final narrative, financial and property inventory reports. All applicable administrative actions and project deliverables have been completed for [name of grant] with EDS# C44P-xx-xxxx for the performance period [date to date](#).

Your final request for reimbursement was processed, and warrant #\_\_\_\_\_ in the amount of \$\_\_\_\_\_ was issued [date](#), leaving a balance of [\$0] [\$\_\_\_\_\_] which has been de-obligated.

We have officially closed this grant in accordance with the general closeout principles and guidance in the Office of Management and Budget *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, as adopted by the [\[applicable federal agency\]](#) and applicable grant program guidance.

Sub-grantees are required to retain grant records and documentation for three (3) years after the final reports have been submitted to IDHS. *Property/Equipment Inventory Reports*, if applicable to this grant, are required until disposition of all property/equipment purchased with these grant funds is complete. Sub-grantees who expend \$500,000 or greater in federal funds in a fiscal year are required to comply with the Single Audit Compliance regulation in OMB Circular A-133.

If you have any questions regarding this final closeout, please contact the Program Manager [xxxx xxxx] at (317) xxx-xxxx or [xxxxxxxx@dhs.in.gov](mailto:xxxxxxxx@dhs.in.gov)

Sincerely,

cc: Jurisdiction Project Manager  
Jurisdiction Financial Officer  
IDHS Project Manager